



# CITY OF MANCHESTER

## MERCHANT & MANUFACTURERS LICENSE APPLICATION UNDER ORDINANCE #14-2068

FOR THE YEAR **2016** (Jan – Dec)

Fill out application form in its entirety. Please check here if changes are made to prefilled information ☐

- A. Name of Business: \_\_\_\_\_
- B. Telephone Number: \_\_\_\_\_ (circle one - store or corporate)
- C. Secondary Number: \_\_\_\_\_ (circle one - store or corporate)
- D. Business Physical Address: \_\_\_\_\_ Manchester, MO  
Corporate Address: \_\_\_\_\_
- Check which address the 2016 renewal reminder letter should be sent to: ☐ Business Address ☐ Corporate Address
- \*City of Manchester will not be responsible for any delays in the application process due to incorrect mailing address previously chosen.
- E. Business commenced operating in Manchester: \_\_\_\_\_
- F. Number of Employees: \_\_\_\_\_
- G. Business Owned by: Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corp. \_\_\_\_\_ Other \_\_\_\_\_
- H. Nature of Business: (Describe) \_\_\_\_\_
- I. Business Website Address: \_\_\_\_\_
- J. Owners Information:

|  |  |
|--|--|
| <b>Primary Owner Name:</b><br><b>Email Address:</b><br><b>Mailing Address:</b>   |  |
| <b>Secondary Owner Name:</b><br><b>Email Address:</b><br><b>Mailing Address:</b> |  |

- ITEMS NEEDED TO RECEIVE AN ANNUAL SERVICE LICENSE:
  - ☐ ANNUAL FIRE INSPECTION FROM WEST CO. EMS OR VALLEY PARK FIRE
  - ☐ EMERGENCY CONTACT FORM (COMPLETE)
  - ☐ APPLICATION (COMPLETE)
  - ☐ PROOF OF **2015** GROSS SALES FOR LICENSE FEE CALCULATION
  - ☐ LICENSE FEE PAYMENT IN FORM OF CASH, CHECK, OR MAJOR CREDIT CARD
  - ☐ LETTER OF NO TAX DUE COMPLIANCE (For businesses that report sales tax only) – You may visit <https://dors.mo.gov/tax/notaxdue/taxpayer.jsp>, call (573) 751-9268, or e-mail [taxclearance@dor.mo.gov](mailto:taxclearance@dor.mo.gov) to request a copy of this form.

PLEASE COMPLETE OTHER SIDE →

THE LICENSE IS RENEWABLE EACH JANUARY AND  
**DELINQUENT** AFTER **MARCH 15** OF EACH YEAR

# MERCHANT & MANUFACTURERS LICENSE APPLICATION

UNDER ORDINANCE #14-2068

## LICENSE FEE CALCULATION (BASED ON GROSS RECEIPTS)

**TOTAL GROSS RECEIPTS FOR 2015**      \$ \_\_\_\_\_

Calculate fee using formula below.

|   | AMOUNT | RATE      | LICENSE FEE |
|---|--------|-----------|-------------|
| Gross receipts (first \$500,000 or less)<br><b>*minimum fee \$50.00</b>   | \$     | x.0009    | \$          |
| Gross receipts<br>(second \$500,000)  | \$     | x.0007    | \$          |
| Gross receipts<br>(remaining amount over 1 million)   | \$     | x.0005    | \$          |
| New business only - adjustment to the amount<br>of license fee paid for the preceding license<br>(over/under)     | \$     | → → → → → | \$          |
| Penalty - for failure to pay fee on due date<br>(after March 15)<br><b>*Penalty- \$25 plus 10% for each month</b> | \$     | → → → → → | \$          |
| Total License fee due for 2016 (total lines 1-5)  | \$     | → → → → → | \$          |

*If mailing in your payment, you must contact City Hall first to confirm your business license fee amount. An incorrect business license fee payment can result in delays in the license renewal process. **Please note:** Your business license cannot be renewed until all completed paperwork and payment in full is received.*

### City of Manchester

Attn: Business Licenses  
14318 Manchester Road  
Manchester, MO 63011

Phone: 636-227-1385 ext 118

[kfels@manchestermo.gov](mailto:kfels@manchestermo.gov)

### TO BE COMPLETED BY CITY HALL:

License Fee Amount Due: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Completed by: \_\_\_\_\_

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**DELINQUENT** AFTER **MARCH 15** OF EACH YEAR